

**Office of Policy and Management
JOB OPPORTUNITY
IT Manager 1
Office of Finance**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 450 Capitol Avenue, Hartford, CT 06106

Job Posting Number: 101740

Hours: 8:00 a.m. to 5:00 p.m.

Salary: \$85,099 annual

Closing Date: Close of business (5:00 p.m.) on May 16, 2012

As part of the reorganization of the Department of Information and Technology in 2011, OPM was given responsibility to develop the overall policies, plans and strategies with respect to the State's use and implementation of IT systems. OPM is recruiting for an IT Manager 1 who will report to the Director of Information and Technology and will be responsible for:

- 1) Develop in consultation with Bureau of Enterprise Systems and Technology (BEST) and other state agencies, policies associated with the State's information technology systems.
- 2) Maintain inventories of the state agency software, hardware and other technology systems.
- 3) Research and help to implement efficiencies in the state's use of information technology, including promoting shared services and systems and reduced license fees.
- 4) Review agency requests for new systems and hardware to ensure the use of shared systems wherever possible.
- 5) Assist the Director and BEST in implementing new governance, project management and other systems to ensure the state's effective implementation of new technology systems.
- 6) Research opportunities for technology to be used to promote the goals of transparency, accessible services and information for all constituents and efficiency in agency operations.

Knowledge, Skills and Abilities:

Plan and Deploy for Business Results, which includes the ability to develop and implement business plans, IT plans, budget plans, and human resource plans in order to maximize budget allocations, technology, personnel and other resources to achieve agency and program goals; Lead Change, which includes innovation, the ability to be a creative problem solver and a strategic thinker, and the ability to recognize and develop opportunities to grow and develop IT services in response to customers and a changing work environment; Focus on Results and Quality, including exercising and promoting accountability, and the ability to analyze surveys, financial and other data, and use strategic planning and performance measurement techniques to continuously improve performance and maintain competitiveness; Understand Customers and Markets, which includes the ability to establish customer satisfaction and loyalty, forecast and conduct market analyses, keep ahead of industry trends and incorporate "best practices" into IT operations; Lead People, including the ability to resolve conflict, communicate effectively, coach and train employees, recognize performance, and foster diversity and teamwork; Build Coalitions, including the ability to explain and advocate facts and ideas in a convincing manner, to negotiate with individuals and groups internally and externally, to gain cooperation from others, and to identify the internal and external politics that impact the work of the organization; Business Knowledge, including knowledge of the technical, professional, procedural and legal requirements of the specific IT area.

Preferred candidates should also possess strong project management and project coordination skills utilizing industry standard System Development and Project Management methodologies, and the ability to work independently with external entities in resolving critical interface issues in a timely and professional manner.

General Experience: Ten (10) years of experience in computer or network operations, production control, systems development, IT analysis and planning.

Special Experience: Three (3) years of the General Experience must have been in a lead capacity.
(Note: For State Employees this is interpreted to be at the level of IT Analyst 3.)

Substitution Allowed:

College training in computer science, information systems or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

A Master's degree in computer science, information systems or a closely related field may be substituted for one(1) additional year of the General Experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, and promotion rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application (CT-HR-12) for Employment to:

**Office of Policy and Management
Human Resources Department
450 Capitol Avenue – MS#55ADM
Hartford, CT 06106-1308
uma.arun@ct.gov**

Please do not include your Social Security Number on the application.

Those applying by email, please write (IT Manager 1) in subject line, without which email may be treated as spam.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.